



October 23, 2013 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

Present: Scott Garrison, Leah Monger, Josie VanAvery, Lyle Mourer, David Scott, Melinda Isler, Kristy Motz, Rick Bearden.

Topics

Billing an outside group for use of FLITE Room

Lyle discussed the need to evaluate the fee structure and charging for room use. He noted that the Rankin Center charged non-Ferris groups for room use and currently, FLITE has not charged for room reservations for academically driven outside groups. Lyle noted he is getting many groups that are outside of FLITE but are academically driven and he has concerns as to what are the definite guidelines for the decisions as well as how to enforce and the mechanism to invoice these charges. He also noted we would need to look at our policy and decide how we should enforce any rules in place including if the room is not left as found, or spills or other damage that have occurred during a particular reservation.

David inquired as to the purpose of charging the fee and where does that fee go. Lyle noted that the original purpose for charging for rooms was to discourage outside groups from reserving the rooms frequently.

Melinda suggested that we check with other groups such as the IRC as to what their policy states and how they enforced the rules and fees. Scott preferred that we check with the IRC as to what policy they were enforcing and suggested that we decide and declare the policy to start at a specific date. Scott noted that Jerry Scoby wants us to be consistent with the university policy. Scott also noted that he would like to return to this discussion after Lyle contacts Mark Schuelke and finds out more information regarding how the other groups handle the room reservations.

Rick suggested that we make a list of non-chargeable room reservations.

Action: Lyle will contact Mark Schuelke and find out how the university center and the IRC handle the room reservations.

Discussion:

Who are “essential” employees if classes are cancelled but the university is open?

David noted that no one inquired about how to handle having worked before noon when classes were cancelled due to a power outage on October 2.

Scott noted we need to know who the essential employees are when the university is open but there are cancelled classes or bad weather. He feels the essential personnel would be those who

open the library such as Helen, Lingfei, and Lyle. Melinda noted that according to the previous Dean, she and Mary are nonessential personnel and she recommends that they remain that way because officially her building is nonessential. Scott then noted that the essentiality is not the employee group but the function of the employees that determines “essential employee”.

Lyle noted that unless it is extremely bad weather, it is more easily possible for him and Helen to come in to FLITE when classes are cancelled but the university is open. In the event that Helen is not scheduled to work on that particular day, Scott will need to look up the schedule from home and he will also need to know the link to view the schedules.

Leah noted that the previous Dean thought a department head was considered essential.

Lyle inquired about which shift should be worked during situations like this, and Scott’s instinct was that it should be the normal shift if possible. Lyle also inquired as to what would be protocol on the weekends during bad weather, and Scott will give that some thought before giving clarification on the desired process if that circumstance occurs.

Action: #1-Scott will check with HR on the situation of staff who had worked when the university stated that staff didn’t need to come in until noon during the most recent power outage.

Action: #2-David will send the links to the OID and Check-out employee schedules to Scott.

Administrative Structure

Scott noted that there were two more forums; tomorrow, October 24 at 11:00 and the other will be on Monday, October 28 at 1:00 p.m. Scott would like personnel to attend at least one of the two.

Lyle inquired if there will be a blending of groups such as tech services and public services as functioning teams as well as duties. Scott noted that the “team” idea is meant to break down barriers between the departments.

Lyle noted the team leader concept could possibly be limited to faculty librarians as coordinators due to their expanded knowledge and concepts needed and that it might not be the role of the support staff. Scott replied that there needs to be an effort to make sure that the people on the teams have adequate opportunity to share their input and that it is not just the librarians. Kristy agreed that support staff should also have a voice.

Other Business/Roundtable

Rick noted he received a call from Kriss Tessin regarding the removal of non-current patrons from FLITE systems in light of data security concerns. Rick stated that Kriss suggested that a purge of non-enrolled students within our system would be advisable. Kriss proactively removed non-essential information that could have been a problem of misuse during the recent breach of security within FSU. The purge of non-enrolled students would help prevent any misuse of expired information.

Scott inquired if it would be a problem if they re-enrolled to get them back in the system. Rick noted that they could remove a number of records but it will only be their student record (i.e. which is subject to FERPA).

David suggested that if we purge records, we should go back four or five years just in case the student comes back for graduate classes.

Scott voiced the concern of losing the assessment ability. Rick suggested purging student records that are not used and go back 5+ years.

Action: Rick will inquire about the purge of non-student /non-retirees. This will be discussed at a future meeting.

Leah noted that she drafted a position for Emily's job and an item to focus on is the qualifications.

Scott reported the latest from Mark Eichenberg regarding the dumb-waiter was that it is delayed and the new bid is \$70,000 which is double from what FLITE earmarked for the project.

Melinda noted she would like to see a copy of the first and second bid.

Announcements

Scott noted that there is a FerrisNet member meeting on November 11.

Scott is working on a draft charge on the committee for committees.

Scott commented about the demo of which John Ruark walked him through the process of the film/fiche and he has now decided that he would like to purchase a new device. He would like to purchase a new one for ILL in room 204-Kelly McNeill and re-position hers to public service. Unexpected funds in admin carry forward will help pay for it.

Rick noted that it might not be justified for 400 copies a year. Scott mentioned he had the funds and would like to make a better service for the patrons with a user-friendly microfilm/microfiche copier. Rick also noted that it was decided at a previous meeting to re-evaluate in the spring the usage and need for this service. Rick stated that we still may have a problem with providing personnel to show the patrons how to use the copier.

Kristy inquired if we have a copy of instructions and David noted he will look online.

Meeting adjourned at 3:12.

Discussion List as time allows:

- * assessing how well our organization is working, based on what functions our users need to succeed
- * assessing how our human resources are and should be allocated, including liaison program, committees, organizational structure, etc.
- * filling vacant positions
- * establishing new ways to get user input on the above, and other topics
- * prioritizing facilities repairs, and replacing some furniture and technology
- * prioritizing needs requiring funds
- * assessment of last year's reorganization. What has gone well? What needs to be revisited? What remains unfinished?
- * managing building partner relationships

**Next Meeting
November 6, 2013, 2:00-3:00 p.m.**